

FACILITIES MANAGEMENT

BUDGET UNIT: MAINTENANCE DIVISION (AAA FMM)

I. GENERAL PROGRAM STATEMENT

The Maintenance Division of the Facilities Management Department administers the county's maintenance services provided to county owned and some leased facilities through a combination of in-house personnel and private service providers. In addition, the Maintenance Division is responsible for the minor remodel and maintenance portion of the county capital improvement program.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	3,845,467	6,913,553	6,945,474	7,226,422
Total Revenue	615,409	3,430,000	3,207,557	3,475,000
Local Cost	3,230,058	3,483,553	3,737,917	3,751,422
Budgeted Staffing		58.0		61.0
<u>Workload Indicators</u>				
Square feet maintained	4,175,000	4,175,000	4,175,000	4,175,000
Maintenance trouble calls	15,375	15,700	11,037	12,000
Maintenance requisitions	5,205	5,300	1,020	1,200

Workload indicators—The number of square feet maintained remains unchanged at this time. In conjunction with the County Administrative Office, the department will be proposing to the Board the purchase and implementation of a Computer Aided Facilities Management software package (CAFM). One of the many benefits of this software will be in data collection. After implementation an updated inventory of the county's buildings will be completed which will include a new calculation of the square feet. After CAFM is implemented, Facilities will have a more accurate number.

The maintenance trouble calls estimate for 2001-02 and the projection for 2002-03 now includes only requests for service. In previous years, the total count included calls for general information and questions regarding administrative matters. The change to solely "maintenance" trouble calls more accurately reflects the workload that impacts this division. As of March 2002, the division has received 700 fewer calls fiscal year to date as compared to the same time last year. This can be attributed to a more active preventative maintenance program, which results in fewer trouble calls and reduced maintenance costs. This downward trend is expected to continue through next fiscal year, but at a slower pace.

Similarly, the manner in which maintenance requisitions are counted has been changed. Departments submit requisitions to the Facilities Management – Maintenance Division for various tasks such as minor electrical work, small office remodels, and relocation/moving assistance. In 2001-02 the division received a total of 1,020 such requests. A continuation of this trend is expected in 2002-03. This trend is attributed to our customer's increased confidence in the work performed by the division.

Actual expenditures exceeded budget in 2001-02 due to the payment of prior year expenses from 2000-01. Revenue variance is a result of a reduction in reimbursable labor hours due to vacant positions.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Budgeted staffing changes include the addition of 1.0 Maintenance Mechanic position to perform minor repair and preventative maintenance duties needed at the old County Medical Center site on Gilbert Street in San Bernardino. Due to the age of the existing facilities, and the extra care needed to maintain older buildings, it was determined that one full time maintenance position was needed. The cost of this position will be fully reimbursed in 2002-03 from Medical Center reuse funding, which is scheduled to be exhausted by the end of 2002-03. The department will request additional local cost in the 2003-04 budget for ongoing costs. Additional staffing also includes 2.0 Maintenance Mechanics for expansion of the West Valley Juvenile Hall.

PROGRAM CHANGES

None.

FACILITIES MANAGEMENT

GROUP: Internal Services
DEPARTMENT: Facilities Management - Maintenance
FUND: General AAA FMM

FUNCTION: General
ACTIVITY: Property Management

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
Appropriations					
Salaries and Benefits	2,948,205	3,005,765	3,183,705	115,197	3,298,902
Services and Supplies	3,937,168	3,852,570	3,851,004	19,096	3,870,100
Central Computer	22,484	22,484	22,739	1,956	24,695
Equipment	12,000	-	-	-	-
Transfers	32,724	32,725	32,725	-	32,725
Total Exp Authority	6,952,581	6,913,544	7,090,173	136,249	7,226,422
Less:					
Reimbursements	(7,107)	-	-	-	-
Total Appropriation	6,945,474	6,913,544	7,090,173	136,249	7,226,422
Revenue					
Current Services	3,207,557	3,430,000	3,430,000	45,000	3,475,000
Total Revenue	3,207,557	3,430,000	3,430,000	45,000	3,475,000
Local Cost	3,737,917	3,483,544	3,660,173	91,249	3,751,422
Budgeted Staffing		58.0	58.0	3.0	61.0

Total Changes in Board Approved Base Budget

Salaries and Benefits	177,940	MOU and retirement increases.
Services and Supplies	(1,566)	Inflation, risk management liabilities, EHAP, and 2% budget reduction.
Central Computer	255	
Total Appropriation Change	176,629	
Total Revenue Change	-	
Total Local Cost Change	176,629	
Total 2001-02 Appropriation	6,913,544	
Total 2001-02 Revenue	3,430,000	
Total 2001-02 Local Cost	3,483,544	
Total Base Budget Appropriation	7,090,173	
Total Base Budget Revenue	3,430,000	
Total Base Budget Local Cost	3,660,173	

Board Approved Changes to Base Budget

Salaries and Benefits	115,197	Additional 1.0 Maintenance Mechanic to provide service to the old County Medical Center site and 2.0 Maintenance Mechanic for the West Valley Juvenile Hall.
Services and Supplies	5,000	Appropriations required to support the additional positions requested.
	14,096	Appropriation for property insurance is transferred-in from the Administration Division (AAA FMT).
	19,096	
Central Computer	1,956	Appropriations for central computer charges transferred in from the Grounds Division (AAA FMG).
Total Appropriations	136,249	
Revenue		
Current Services	45,000	Medical Center reuse funding.
Total Revenue	45,000	
Local cost	91,249	